

STATE OF ALABAMA
DEPARTMENT OF INSURANCE
FOREIGN Life, Accident and Health Companies

SPECIAL INSTRUCTIONS FOR FILING PREMIUM TAX and FINANCIAL STATEMENTS

IMPORTANT INFORMATION

It is necessary to include your NAIC number in the spaces provided. Do not use the federal identification number in place of your NAIC number.

FILING OF PREMIUM TAXES AND FEES

At this time, the Alabama Department of Insurance does not have an EFT account. The Department has established a lock box operation for receipt of ALL Premium Taxes and Fees. Premium Taxes and Fees, ALL tax returns, and the Annual Statement should be sent to one of two lockboxes. It is the responsibility of the Company to see that Filings are timely and mailed to the correct Lock box. Mail the following items to the address below:

THE ITEMS BELOW ARE DUE BY MARCH 1ST OF EACH YEAR

1. Annual Premium Tax Return, applicable Taxes and Fees
2. Provide two (2) forms of documentation in support of deductions taken on the Premium Tax Return – Copies of cancelled checks and tax returns, assessment notices or invoices.
3. If premium taxes are being paid at less than the maximum tax rate because of policies which have a face amount of \$25,000 or less, Group policies with less than 50 participants, or tax-exempt premiums, a detailed policy run must be submitted.
4. Official List
5. Application for License Renewal
6. Annual Statement, including Alabama business page.
7. Retaliatory Statement, Applicable Tax
8. \$750.00 Annual Audit and Examination Fee and Transmittal Form –This item only see reverse side for address
9. Certificate of Compliance
10. Certificate of Deposit – Failure to submit a current Certificate of Deposit may result in the rejection of your Certificate of Authority Renewal Application.
11. Certificate of Valuation

POSTAL SERVICE

Alabama Department of Insurance
c/o Compass Bank
P. O. Box 830691
Birmingham, AL 35283-0691

COURIER OR EXPRESS SERVICE

Alabama Department of Insurance
c/o Compass Bank
701 South 32nd Street
Birmingham, AL 35233

FILING REQUIREMENTS – Fees – The Annual Statement Filing Fee and License Renewal Fee Must be Filed with Annual Premium Tax Return.

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| 1. Annual Statement Filing Fee: | \$25.00 |
| 2. License Renewal Fees: | Life Companies 505.00 |

FILING REQUIREMENTS – Audit and Examination Fees Must be Attached to Transmittal Form PR

The Audit and Examination Fee is \$750.00. A check should be attached to the Transmittal Form and mailed to:

**POSTAL SERVICE
Alabama Department of Insurance
c/o Compass Bank
P. O. Box 830707
Birmingham, AL 35283-0707**

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Alabama Department of Insurance
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SUPPLEMENTAL FILINGS—DUE DATES

Supplemental filings made with a Company's state of domicile and the NAIC do not have to be filed with the Alabama Department of Insurance. Documents can be retrieved electronically from the NAIC database. Please see the NAIC Annual Statement Instructions for further Instructions concerning Supplemental filings.

Foreign Insurers are not required to file Quarterly Financial Statements with the Alabama Department of Insurance.

ALL FILINGS WITH THE ALBAMA DEPARTMENT OF INSURANCE MUST BE MAILED BY THE U. S. POSTAL SERVICE OR COURIER. HAND DELIVERY IS NOT ACCEPTABLE

CONTACT PERSONS

All questions relating to premium tax should be addressed to the Department of Insurance, Examiners Division: Ann Strickland (334-241-4154) or Belinda Williams (334-241-4162).